



The Wykeham Collegiate

Independent School for Girls, Pietermaritzburg

Disciplinary Code of Conduct	REVISION NO.	REVISION DATE
	8	January 2023
	9	January 2024
	10	January 2025

1. PREAMBLE

A School is a community of people living and working together. In order for this to succeed there must be respect for others. We call this manners, politeness and courtesy. We have to order our behaviour so that it accords with our beliefs in what is appropriate and best for the community as a whole.

All actions at the school are based on upholding the core values of honesty, self-respect, respect for others, responsibility, kindness and maintaining a balance between intellectual, physical, emotional and spiritual well-being.

Pupils are expected at all times to behave in a courteous and considerate manner towards each other, all members of the staff and visitors to the school and are expected to carry all reasonable instructions given to them by members of staff and appointed senior pupils.

Pupils are expected to set a good example with regard to appearance and behaviour both during school hours and after hours, at school and away from school. Pupils need to guard against doing or saying anything that will bring discredit to themselves or the school.

2. PUPILS AT THE WYKEHAM COLLEGIATE UNDERTAKE TO:

- comply with rules and the general codes and policies of the school
- be punctual and observe the attendance requirements of the school
- demonstrate a positive attitude towards learning and be diligent in their learning efforts
- behave responsibly and not endanger the safety and welfare of others
- respect and care for the property of the school and others
- maintain sound relations with others, be courteous and respect the dignity of other persons
- behave honestly and conduct themselves with integrity
- accept legitimate disciplinary action taken against them as being both necessary and corrective
- participate fully in classroom and extra-mural activities.

3. GUIDELINES FOR DISCIPLINE

The guidelines that follow are not exclusive and any conduct which endangers the maintenance of a proper standard of moral conduct, discipline or social well-being will be addressed immediately. This document serves as a framework to ensure correct procedural conduct and fair and equal treatment for pupils in order to maintain discipline at The Wykeham Collegiate. This is a general guide rather than an exhaustive document as the school cannot anticipate and define all eventualities and resultant sanctions. The staff of The Wykeham Collegiate will treat each pupil as an individual and the school reserves the right to treat each case of misconduct or infringement of the school's rules on its own merits.

Discipline and Punishment are two different concepts

Discipline embraces a way of life. All The Wykeham Collegiate policies, for example the Code of Conduct, Boarder Guidelines, Acceptable Use of Electronic Devices Policy, Dress Code, etc. uphold the values of the school, fostering **self-discipline**, respect for oneself and others, responsibility, honesty, kindness and integrity.

Discipline implies common sense, pride in our school, honour, valuing diversity and an awareness of the needs of others. Discipline within the school must be based on trust, fairness and positive expectations.

Appropriate **sanction or disciplinary action**, on the other hand, is meted out to those who do not uphold the values and the Code of Conduct of the school. Those who transgress the boundaries of acceptable behaviour need to experience consequences in order to learn from their mistakes and go forward in a more disciplined manner. All disciplinary action is founded on educational principles and can be of a formal or informal nature.

BOARDING ESTABLISHMENT

Parents and pupils must realise that our Boarding Establishment is run on a **basis of trust**. We rely on the pupils to inform us **honestly** of their whereabouts if and when they leave the school grounds. To this end, all boarders need to inform the Boarding Co-ordinator by Thursday of each week of their arrangements for the coming weekend. Refer to the Boarder Guidelines for details.

The Boarding Establishment is a place of safety and care. We aim to create a family atmosphere in which girls can enjoy freedom within set boundaries. This can only be achieved if all girls subscribe to our basic values of **honesty and responsibility**.

MISCONDUCT falls into four levels

All the following transgressions apply to both Boarders and Day Girls.

All the following apply both on school premises and during school events/excursions elsewhere.

LEVEL 1

- Breach of the Dress Code
- Chewing gum
- Failure to carry out routine instructions given by a Council member or member of Staff
- Unauthorised use of sporting and cultural facilities outside regular or controlled times
- General uncooperativeness and poor application to studies, schoolwork and assignments
- Lack of punctuality
- Not meeting deadlines
- Lack of responsibility with regard to textbooks, learner aids, sports equipment, library books
- Littering
- Noisy, disruptive behaviour, bad language
- Unhygienic habits

BOARDING ESTABLISHMENT LEVEL 1

- Engaging in dangerous horseplay, including inter-dormitory and inter-hall raids, pillow fights, etc.
- Being in Boarding during the academic day
- Breach of Boarder Dress Code
- Disregarding the Evacuation Procedures
- Disruption of Prep.
- Disruption during “whisper time” or after lights out

LEVEL 2

- Bunking lessons, other activities e.g. clubs or school events.
- Making hurtful comments.
- Persistent late coming.
- Petty theft, taking other girls’ property without permission.
- Unacceptable attitude - cheekiness, disrespect, etc. toward all TWC Community or in public.
- Unauthorised use of and tampering with equipment or the property of others including all electronic equipment.
- Unauthorised access to Sickbay.

- Unauthorised use of Artificial Intelligence (AI) Minor offenses.
- Using cell phones in breach of the Electronic Devices Policy (minor offences).
- Wilfully interfering with the educational process and damaging the morale of the class and/or teacher.
- Wilful disregard of instructions.

BOARDING ESTABLISHMENT LEVEL 2

- Being out of the specific Hall after lights out.
- Sharing a bed with another person.
- Running outside the school property without following procedures.
- Going to the gym without signing out correctly.
- Going into the Boarding Establishment during the school day without permission.
- Petty theft, taking other girls' property without permission.
- Wilful disregard of instructions.

LEVEL 3

- Breach of the ***Anti-discrimination Policy***
- Bribery
- Bringing the name of the school into disrepute (linked to 'less than' level 4 offence)
- Contravention of the other School Policies e.g. Dress Code, Acceptable Use of Electronic Devices etc
- Cultural, religious or racial intolerances or disrespect
- Disruptive/disrespectful behaviour in public or at events which brings the school into disrepute.
- Forgery or the falsification of documents, signatures
- Impersonating or masquerading as another person on the telephone or electronic devices
- Insubordinate behaviour or conduct towards the school, its employees or visitors.
- Lying and dishonesty by omission or selective presentation of the truth.
- Making verbal threats, verbal abuse, or swearing at girls or staff
- Petty theft, taking other girls' property without permission.
- Plagiarism including copying homework (See Plagiarism Policy).
- Playing of obscene or demeaning games including cyber games.
- Breach of the POPI Act by publishing content, electronically or otherwise, without consent.
- Repeated transgressions of Level 2 offences.

SICKBAY

- Unauthorised access to Sickbay or to medication in Sickbay
- Keeping medication (including health and natural products) in boarding or on the school premises, without authorisation from Sickbay
- Not obeying medical protocols
- Using electronic devices in breach of the Electronic Devices Policy (more serious offences)
- Unauthorised use of Artificial Intelligence. (Major Offences)
- Unauthorised use of school telephones, computers, the IT network and internet, or cell phones of others.
- Unexplained absences from school grounds.
- Usurping the authority of a staff member.

BOARDING ESTABLISHMENT LEVEL 3

- Being out of the BE after lights out without permission.
- Impersonating or masquerading as another person to gain unauthorised permission in terms of any Boarding Matters.
- Giving dishonest information regarding whereabouts (of self or others).
- Inviting boys or other males (including family members) or other strangers into the Boarding Establishment without the permission of the Duty Person.

- Leaving the Boarding Establishment or sickbay without signing out correctly.
- Leaving the Boarding Establishment or sickbay under deliberate false pretences.

LEVEL 4: SERIOUS MISCONDUCT

- Serious breach of the ***Anti-discrimination Policy***
- Any deliberate or negligent act which, by its consequences, brings the name of the school into disrepute.
- Accessing staff files including tests, examinations, memoranda and pupil records as hard copy or in electronic form
- Copying, cheating or tampering with marks, tests, examinations, reports, assignments or staff property
- Accessing or being in possession of, or distributing pornographic material (both hardcopy and electronic)
- Assault of others or fighting with the intention of doing bodily injury, including sexual assault or harassment.
- Being in possession of unauthorised materials during an assessment task e.g. cell phone, notes, smart watch.
- Any infringements of the school's Policy of acceptable use of Electronic Devices. This policy is updated from time to time.
- Being in possession of, encouraging and/or use of or consumption of, distribution, provision or selling of alcoholic, hallucinogenic, any personal medication or unauthorised substances prohibited or regulated by the school or law, at school or at events/excursions
- Bullying including cyber bullying, racial comments or insults, harassing, victimising, sexism, malicious teasing or intimidating others. Defamation.
- Fraud including any other person's signature.
- Any form of initiation.
- Intimate physical relations, whether by mutual agreement or not.
- Intoxication as a result of intake of substances legal or illegal.
- Possession and/or use of any weapons, dangerous toys or other dangerous items
- Public indecency.
- Repeated transgressions of Level 2, 3 OR 4 offences.
- Sexual harassment, abuse or sexual assault of any kind.
- Shop lifting.
- Smoking or being in possession of cigarettes, e-cigarettes or vapes on the school premises or at school events/excursions.
- Stealing / theft.
- Tampering with or compromising electrical, plumbing or other infra-structure of the school, endangering the health and well-being of the staff, pupils and property.
- Truancy from the school or any lesson or school activity at which the learners' attendance is compulsory (in terms of Chapter 2 of the SA School's Act, parents are responsible for ensuring their children between the ages 7 -15 attend school)
- Threatened assault including sexual assault.
- Unauthorised access to the Chemical Store and all the contents therein
- Unauthorised access to Sickbay and all the contents therein (if serious).
- Vandalism, wilful damage of school or other peoples' property/equipment,
- Any other acts or criminal behaviour prohibited by the laws of the country.

BOARDING ESTABLISHMENT LEVEL 4

Absconding from the Boarding Establishment overnight or on weekends. This includes excursions and other activities.

Ordering and/or travelling in an uber.

CONSEQUENCES OF MISCONDUCT

Depending on the severity of the misconduct, whether the misconduct has been repeated despite prior warnings or disciplinary action, and any other aggravating or mitigating factors, **informal disciplinary actions** may be taken against learners guilty of misconduct.

If a pupil's misconduct is sufficiently serious or a pupil is guilty of a pattern of repeated misconduct, **formal disciplinary proceedings** will be instituted.

Should the Lady Principal deem it necessary to suspend a pupil either from duties, the Boarding Establishment or the School, during an investigation, or pending a Disciplinary Hearing, she may do so. This is not viewed as punishment but is done in the interests of the pupil.

1. Informal Disciplinary Action

Appropriate informal disciplinary actions may include but are not limited to:

- Work related matters will be dealt with by the teacher concerned.
- Normal classroom discipline.
- Counselling by a teacher, Head of Grade or School Counsellor.
- Detention.
- Withdrawal of computer privileges and network access.
- Confiscation of jewelry, cell phone or other electronic devices.
- Community Service to the school or the community.
- Additional written work.
- Where appropriate, the withdrawal or suspension of privileges, including participation in extramural activities.
- A combination of informal disciplinary actions.
- Recorded Reprimand on file.
- If deemed necessary, the staff member may request a meeting with the pupil's parents.

2. Formal Disciplinary Action

In the case of alleged serious misconduct, the Lady Principal or her delegated representative, will investigate the alleged misconduct. The Lady Principal or her representative will meet with the pupil, discuss allegations made against her and hear any explanations or comment that the pupil may wish to make relating to the alleged misconduct. If necessary, the pupil will be asked to write a signed written statement. Other pupils linked to the misconduct may also be asked to comment on the misconduct or be asked to provide signed written statements.

If the Lady Principal or her representative is satisfied that the misconduct is not sufficiently serious to warrant formal disciplinary action, she may recommend informal disciplinary action.

If the Lady Principal or her representative is satisfied that the misconduct warrants formal disciplinary action, the following will apply:

2.1 If the misconduct **would not** possibly result in suspension or expulsion from the school or boarding establishment, appropriate formal disciplinary actions may include but are not limited to:

- Any consequences listed in informal action.
- A recorded formal written warning.
- A recorded final written warning.
- Suspension or demotion from leadership positions.
- Parental contact and /or meeting with parents.
- Compulsory professional counselling, (with either a private psychologist or an organization e.g. SANCA, SADD or both). This is at the parent's cost.
- Parental gating i.e. pupil may go to parents' home only.

- Partial gating i.e. pupil may not leave the school campus but may represent the school in official fixtures etc.
- Full gating i.e. pupil may not leave the school property and may not represent the school at or in any official functions or sport.
- A combination of disciplinary actions.

2.2 If the misconduct **could** possibly result in suspension or expulsion from the school or boarding establishment a Disciplinary Hearing will be convened as soon as is reasonably possible.

The purpose of a Disciplinary Hearing is twofold: if necessary, to establish whether or not the pupil is guilty of the alleged misconduct and secondly to issue the appropriate sanction.

Process of a Disciplinary Hearing

1. The school will provide written notification of the Disciplinary Hearing to the pupil and her parents. This notification should include the following information:
 - Date, time and venue for Hearing
 - Clearly state allegations of misconduct
2. No legal representation is allowed by either party. The pupil may be represented by a parent/family member or a staff member (as designated by the school in conjunction with her parents). Both parties may call witnesses and cross-examine witnesses
3. Should the representative of either the school or the accused not arrive, the Disciplinary Hearing could continue without them. Either party may request a reasonable postponement of the Hearing.
4. The pupil must be allowed a reasonable time of between 48 hours and 5 days to prepare for the Disciplinary Hearing.
5. The school will appoint a Chairperson who will conduct the Disciplinary Hearing in an orderly and fair manner as clearly laid out at the start of the Hearing
6. At the conclusion of the Hearing, the Chairperson will communicate his/her decisions and recommended sanctions to both parties.
7. Either party may appeal the sanction in the form of an appeal review. A detailed appeal must be lodged in writing within 5 days of receipt of the outcome of the Disciplinary Hearing. The appeal will be reviewed by an appropriate person or panel appointed by the school. The final decision will be communicated to both parties.
8. In the event of collective misconduct, the school reserves the right to conduct either individual or collective hearing procedures.

Appropriate formal disciplinary actions may include but are not limited to:

- All informal actions mentioned previously.
- All formal actions mentioned previously.
- Friday afternoon Detention
- Suspension from the school.
- Suspension from the Boarding Establishment.
- Expulsion from the Boarding Establishment.
- Expulsion from the school.

The following table lays out the maximum penalty or consequence for particular levels of misconduct.

LEVEL	1ST OFFENCE	2ND OFFENCE	3RD OFFENCE
LEVEL 1	Informal action. Friday Detention	Informal action. Friday Detention	Informal action. Parental contact
LEVEL 2	Informal action. Detention Verbal warning. Incident recorded on file. Parents notified.	Parental contact. Written warning. Partial gating.	Parental contact. Final written warning. Gating.
LEVEL 3	Parental contact. Professional counselling. Written warning. Gating. Community service.	Parental Contact. Final written warning. Gating. Suspension. Expulsion.	Parental contact. Expulsion.
LEVEL 4	Parental contact. Professional counselling. Final written warning. Gating. Community service. Suspension. Expulsion.	Parental contact. Final written warning. Suspension. Expulsion.	Expulsion.